



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

February 15, 2016

United Ribbon  
2245 First Street  
Simi Valley, CA 93065

RE: Award of IFB 2015-344, Supplies, OEM Toner Cartridges for Laser and Inkjet Printers

Dear Ms. Sullivan,

Collin County has awarded a portion of the above referenced solicitation to your company per Court Order No. (CO#). Please see below for a listing of awarded line items. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of OEM Toner Cartridges for Laser and Inkjet Printers for the County. The contract term begins February 15, 2016 and continues through and including September 30, 2016. The County will have the right and option to extend the term of the contract for two (2) additional one (1) year periods upon the same terms and conditions. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov) and to the department contact, David Dobecka at [ddobecka@co.collin.tx.us](mailto:ddobecka@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

## Line Items Awarded

LINE ITEM	MODEL#	DESCRIPTION	UNIT COST/EA
#24	YIELD BLACK TONER CARTRIDGE	LEXMARK HIGH-YIELD BLACK TONER CARTRIDGE	\$199.99

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Judy Davis at [judydavis@co.collin.tx.us](mailto:judydavis@co.collin.tx.us) or fax to 972-548-4694.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

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February 2, 2016  
Award IFB 2015-344

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4122.

Sincerely,

Judy Davis  
Buyer II

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